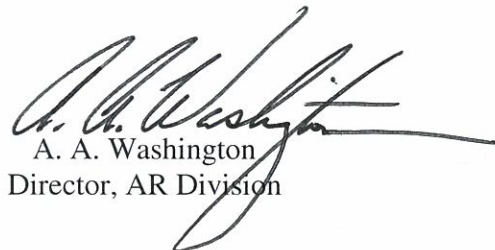Greetings,

Many thanks again for the successful and expeditious transition the AR Division Branches made in relocating the base of our operations to the Pentagon. As a result, several of the HQMC Departments and staff agencies within the Pentagon are "rediscovering" the services and support that are provided by AR Division---your professionalism and dedication in providing outstanding customer service and superior products make the difference.

As usual, the Washington D.C. weather pattern is providing us with no real transition between spring and summer weather before the first day in June: we are already approaching 100 degrees in temperature and 105 degrees in the heat index---when these conditions exist, I urge our Marines and civilians to slow your running/walking pace (regardless if you participate in an active PT program or are simply walking from the parking lot), wear appropriate lightweight clothing, use sun protection and properly hydrate. Heat stroke and heat exhaustion can be silent killers during the summer months, particularly for those of us who are approaching a vintage age.

Enjoy the summer vacation months ahead and please remember to drive safely.

Sincerely,

A. A. Washington
Director, AR Division

AR Division "Ask the Director"

To provide outstanding customer service and communication, AR Division (AR Div) employees can submit anonymous or by name comments, feedback and questions to the Director by accessing the AR Div web site at:
http://hqinet001.hqmc.usmc.mil/ar/ARDIV/index.htm
Click the link entitled "Click here to ask the Director". Fill out the form and click "Submit Your Questions", at the bottom of the form.

Ambassador of Quality Award (AOQ) Program

Nominations for the Ambassador of Quality Award for the 3rd Quarter FY11 are due to AR Division no later than 15 July 2011. The next AOQ Award ceremony will be held on 16 August 2011, at the Henderson Hall Theater. For more information contact Mrs. Ellen Nix, AR Div, 703-614-1504, ellen.nix@usmc.mil

Community of Interest Program

The Communities of Interest (COI) are chartered by the Commandant to increase opportunities for professional development, networking and career path templates to assist with career development and information sharing throughout the civilian workforce. The COI's support the execution of the Civilian Workforce Campaign (CWCP), Civilian career groups are identified by series in 20 Marine Corps COIs. (For more information, visit www.manpower.usmc.mil). For more information contact Mrs. Ellen Nix, AR Div, 703-614-1504, ellen.nix@usmc.mil

Security Coordinator

Mr. Steven Collier is the AR Divison Security Coordinator. GySgt Melendez is the Security Assistant. Reminder: On-line Security Training is an annual requirement that must be completed by 31 Dec 2011. Completion certificates should be e-mailed to Mr. Henry James. http://hqinet001.hqmc.usmc.mil/ar/ARS/Marine%20Security/launchPage.htm

New Check Out Procedure

Effective immediately, personnel that are permanently checking out of AR Division will need to be escorted by someone in their Branch to the AR Front Office to turn in their badge and from there that person will be required to escort them out of the building.

Emergency Escape Mask (EEM) Coordinator

All personnel must turn in their EEM prior to departing AR Div. New personnel joining AR Div must attend EEM training. EEM training is an annual training event. EEM training at the Pentagon, takes place in the Pentagon Library. Please contact Mr. Henry James for initial or refresher training.

Fiscal Branch (ARF)

Standard Labor Data Collection And Distribution Application (SLDCADA)

ARF Fiscal will be attending the SLDCADA Administrator and CSR training 22 June 2011 in Yorktown, Virginia. The training session will include the newly released SLDCADA Version 23 as well as Version 22.

Payroll Decentralization

The Payroll Office has provided training and guidance to the HQMC Staff Agencies to facilitate their transition from manual to electronic time keeping. To date, the HQMC is approximately 90% decentralized.

American Society of Military Comptrollers (ASMC)

ARF Branch personnel will be attending the American Society of Military Comptrollers, National Professional Development Institute (PDI) 2011, 31 May – 3 June 2011 in Minneapolis, Minnesota. The conference theme this year is "Navigating Financial Excellence". Those personnel attending will receive program information in an educational setting, current information and the opportunity to obtain financial certification.

Publication and Logistics Management Branch (ARD)

Significant Events

The Special Programs Section (ARDF) completed the final moves of HQMC into the Pentagon in April 2011. Planning for the relocation of HQMC into the Pentagon began as early as 1991 and the first moves occurred in just a few short months before the events of "911". Activities moving from the Annex to the Naval Support Facility - Arlington (NSF-A) are slated for the August-September 2011 timeframe.

The Records, Reports, and Directives Section (ARDB) hosted its first Command Designated Records Manager (CDRM) workshop on 13 May 2011. Focus of the workshop was the capturing, managing and archiving of "war records" and pre-deployment records management training. The Keynote speaker was Mr. Al Washington and the guest speaker was Mr. Steven Rhodes from the National Archives and Records Administration (NARA).

Mr. Greg Roperto, a Xerox technician and HQMC contract employee, is now aboard performing duties as Mr. Jerry Byrd's replacement. Mr. Roperto is responsible for providing service and maintenance for all Xerox Multifunction Devices (MFD) throughout HQMC; including issuing of toner supplies. His office area is located within the Publishing and Logistics Management Branch (ARD) work spaces in the Pentagon, in Room 2B253. He can be reached at (571) 256-9041.

Awards

The following ARDC personnel: Mr. Chris Cox, Mr. Ricardo Robinson, Mr. Leo Crespo, Mr. Danny Gray, and GySgt. David Stankus were awarded Certificates of Commendation on 17 May 2011 by Col Salas, Director of Public Affairs

Mr. Dan Simmons (ARDC) received the Superior Civilian Service Award for service as the Chief, Operations, Visual Information Service Europe (previous organization) from March 2006 to January 2011.

Hail

LCpl Cody Fodale (ARDC)
Mr. Greg Roperto (ARDE)

Farewell

Mr. Jerry Byrd (ARDE)

Promotions

- Congratulations to Sergeants Paul D'Amico, Johnny Khamsoulinh and Matthew Walker on being promoted to their current rank!

Training

- Sergeants Marshal Mansfield and Gerson Galianososa are currently attending the Staff Noncommissioned Officers Academy Sergeants Course aboard Quantico, Marine Corps Base. This course facilitates the development of their leadership skills to enable them to excel within the Marine Corps NCO ranks.
- Sgt Paul D'Amico and LCpl Kolton Lark attended the grueling six-week Microsoft Certified Systems Administrator (MCSA) Course hosted by the II MEF Communication Training Center (CTC) aboard Camp Lejeune. Their hard work and dedication paid off as they both successfully earned their MCSA certification, which significantly enhances their technical knowledge and proficiency as data Marines.

Information

- For communications issues within HQMC, the ARI Help Desk can be contacted at 703-614-1721/1723 and 703-695-1725.
- Reminder – ALL inbound/outbound HQMC personnel must check in/out with the ARI IT Center (room# 2D247) for creating/deleting SIPRNet accounts and issuing/returning SIPRNet tokens.
- Last year ARI personnel joined together to form the running team "Two Foot Onions" to compete in the 35th Marine Corps Marathon. They did an amazing job and raised over $18,000 for the Injured Marine Semper Fi Fund Organization. Motivated by last year's success, ARI personnel are once again joining together to form a running team for this year's Marathon! Team membership is open to Marines, Civilian Marines and Contractors outside of ARI. If you are interested, please contact Michael Tomlinson at cell 571-278-4143 or email michael.p.tomlinson.ctr@usmc.mil

Human Resources and Organizational
Management Branch (ARH)

HR Related News

The Executive Decision Room (EDR) is now open in the Pentagon, Rm 2A270. To learn about its capabilities or make a reservation, call 703-614-4111 or email smb.hqmc.arhb.trng@usmc.mil

On 21 Jun 2011, HROM will be recognized by DoN Office of General Counsel as a recipient of Navy's annual award for having a successful Alternate Dispute Resolution (ADR) program at the annual ADR Conference in Jacksonville, FL. This will be the 4th consecutive year HROM has been recognized for this award. Ms. Paula Bedford the ADR Program Manager will receive the award on behalf of the HR Director.

EEO Training

27 Sep   0830-1130 & 1230-1530 Conference Room M2 at the Pentagon Conference Center
28 Sep   0830-1130 & 1230-1530 Gray Research Center Auditorium, Quantico
For more information, please call 571-256-8302.

Training Opportunities

To register go to: http://hqmc03d.hqmc.usmc.mil/hromtrain.nsf. For more information, call (703) 614-4111 or email smb.hqmc.arhb.trng@usmc.mil

23 Jun	0800-1200	Pre-Retirement Refresher (CSRS/FERS)	Navy Annex, Rm 1110
13 Jul	0800-1600	Professional Writing	Navy Annex, Rm 1110
27-28 Jul	0800-1600	Marine Corps Acculturation Program (MCAP)	Navy Annex, Rm 1110

Security Programs and Information Management Branch (ARS)

Personnel and Information Security

The next **Quarterly Security Coordinator Meeting** will be held on Thursday, 16 June 2011. Staff Agency/Activity Security Coordinators or the Assistant Security Coordinators should attend. The training will be held at the Pentagon's H. M. Smith Conference Room (4E771) from 1000-1100. For questions contact the Security Manager at (703) 614-3609.

> ### Farewell
>
> Valarie Toye accepted a job with the Naval Research Lab.

To better serve HQMC personnel, ARS has granted Staff Agency/Activity Security Coordinators the authority to complete the final security checkout of personnel (military, civilian and contractor) assigned to their Staff Agency/Activity. Personnel are no longer required to physically report to the Security Office to complete their final security checkout. In addition, Security Coordinators are permitted to "initial off" on checkout sheets as well. Please contact your Staff Agency/Activity Security Coordinator for further details.

Physical Security

The Physical Security helpdesk has relocated to Room 2A288A in the Pentagon. To contact the helpdesk please call (703) 614-2305.

Communication Security

SME PED users. There will be APRIVA SENSA server updates occurring this month. Users may experience an outage on their device. The new update V1.9.6 will allows a total payload of 1.5MB. Also, the latest version of GD SME PED 2.3 software is available. ARI will coordinate with users to schedule upgrades for their device. Security Coordinators and Local Element Control Officers (LECO), please turn in your CMS Responsibility Forms as soon as possible to prevent interruption in COMSEC service. For further information contact Mr. Encarnacion, Mr. Perez or Ms. Saunders at (703) 614-2305/2154.